



# **BUREAU OF BUDGET & MANAGEMENT RESEARCH**

OFFICE OF THE GOVERNOR

Post Office Box 2950, Hagåtña Guam 96932

**FELIX PEREZ CAMACHO**  
GOVERNOR

**KALEO SCOTT MOYLAN**  
LIEUTENANT GOVERNOR

**CARLOS P. BORDALLO**  
DIRECTOR

**JOSE S. CALVO**  
DEPUTY DIRECTOR

## **CERTIFICATION**

The Bureau of Budget and Management Research has certified that the Department/Agency total General Fund and/or Special Fund request for Fiscal Year 2006 is within the Governor's approved budget ceiling level for:

## **GUAM PUBLIC LIBRARY SERVICES**

It should be noted that the accuracy and justification of the information contained in the attached budget document is the responsibility of the aforementioned Department/Agency.

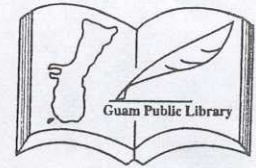
CARLOS P. BORDALLO

*for* Acting

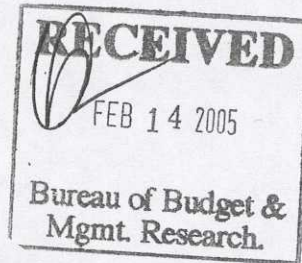
Date: 2/18/05



**GUAM PUBLIC LIBRARY SYSTEM**  
*Sisteman Laibirihan Pubbleko Guåhan*  
**Government of Guam**



February 15, 2005



COPY

Memorandum

To: Acting Director, Bureau of Budget and Management Research  
From: Acting Director, Guam Public Library System  
Subject: Fiscal Year 2006 Budget Submission Package

Submitted as requested is the Guam Public Library System's Fiscal Year 2006 Budget Packet.

Should you need additional information, please do not hesitate to call our office at 475-4754.

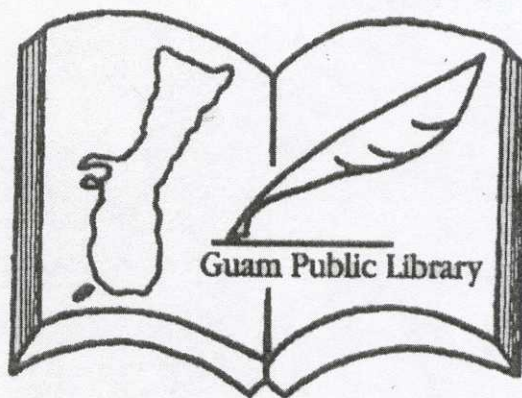
*Cristina Watson*  
Cristina N. M. Watson

Attachment (2) Sets

Cc: Administrative Officer  
Library Technician Supervisor  
Budget File



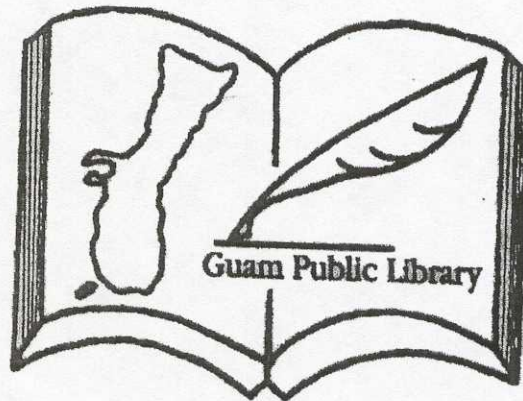
GOVERNMENT OF GUAM  
Guam Public Library System



FY 2006 Budget Submission

February 15, 2005

GOVERNMENT OF GUAM  
Guam Public Library System

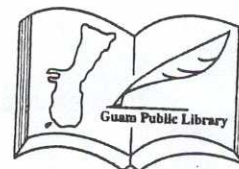


FY 2006 Budget Submission

February 21, 2005



**GUAM PUBLIC LIBRARY SYSTEM**  
***Sisteman Laibirihan Pupbleko Guåhan***  
**Government of Guam**



February 21, 2005

Memorandum

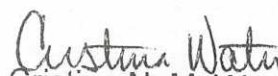
To: Senator Edward J. B. Calvo  
Chairman, Committee on Finance, Taxation & Commerce

From: Acting Director, Guam Public Library System

Subject: Fiscal Year 2006 Budget Submission Package

Submitted are 20 sets of the Guam Public Library System's Fiscal Year 2006 Budget Packet for your approval, the Departmental Funding/Expenditure Fact Sheet (OFB F06-01) and an electronic file copy had been sent.

Should you need additional information, please do not hesitate to call our office at 475-4754.

  
Cristina N. M. Watson

Attachment (20) Sets

Cc: Administrative Officer  
Library Technician Supervisor  
Budget File



**Government of Guam  
Fiscal Year 2006 Budget**

Agency Program Performance Based Budget Certification

Agency: Guam Public Library System

Agency Head: Cristina N. M. Watson, Acting Director

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein, to be sufficient to execute the mission, goals, and objectives of this department for Fiscal Year 2006. I further certify the accuracy of the information contained in this document.

Agency Head: Cristina Watson Date: 02/15/05



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DIRECTOR

JOSE S. CALVO  
DEPUTY DIRECTOR

BBMR Circular No. 05-02

FEB 02 2005

## Memorandum

To: Territorial Librarian, Guam Public Library

From: Director, Bureau of Budget and Management Research

Subject: Fiscal Year 2006 Budget Ceiling

Based on the General Fund Revenue projection of \$410M for Fiscal Year 2006 and in consonance with the Administration's policy on providing critical government services within the framework of cost containment and austerity, the Governor has approved the following FY 2006 Budget Ceiling for your Department/Agency:

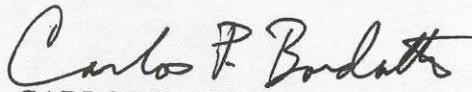
### GENERAL FUND

\$ 1,117,902

### SPECIAL FUND

-0-

You are requested to prepare your FY 2006 Department Budget based on the Governor's budget level. The deadline for submission of your FY2006 Departmental budget to the Bureau is Tuesday, February 15, 2005.

  
CARLOS P. BORDALLO  
Acting



# GUAM PUBLIC LIBRARY SYSTEM

## FUNCTIONAL ORGANIZATIONAL CHART

*Cristina N. M. Watson*

Cristina N. M. Watson  
Acting Director

February 15, 2005

### DIRECTOR'S OFFICE

1. To maintain and effectively manage the public library's collections.
2. To ensure an effective management regulation and control the developments determined to be public interest for its continued socioeconomic welfare.
3. To operate with positive and dynamic philosophy of management vital to the effective and efficient operation of the Department.
4. To plan and establish new library services.
5. To automate library processes.

### ADMINISTRATIVE SUPPORT UNIT

1. To carry out policies established by the Guam Public Library System Board.
2. To provide technical guidance and assist the program administrators in the fulfillment of the commitment to their respective programs, such as planning, developing and implementing regulations.
3. To provide accountability of Funds, Control of Financial Budget and Expenditures. Prepare all financial reports, status and obligations.
4. To submit annual Departmental Budget.
5. To oversee Personnel, Payroll, Training, and Safety Management.

### SITE SERVICES/PROJECTS/ ACTIVITIES SUPPORT

1. To function as an information center to assist patrons with research needs.
2. To provide instruction in library skills as needed.
3. To provide for recreational reading for children and adults.
4. To implement and maintain existing library services and programs for the community.
5. To provide outreach services to the community.

### COLLECTION DEVELOPMENT & MANAGEMENT SUPPORT

1. To select and acquire all print and non-print materials.
2. To catalog all acquired materials using shelf-listing and on-line data.
3. To deselect any materials that no longer usable.

### NETWORK AND INFORMATION SERVICES SYSTEMS SUPPORT

1. To maintain the local area networks (LANs) in Hagatna, Dededo, and the Agat libraries.
2. To use the library management systems software "Horizon Sunrise System" developed by Epixtech with the following models: Cataloging, Circulation, Serials, Reference, Acquisitions, PAC (Public Access Catalog).
3. To automate library processes.
4. Installs and configures new computer hardware and software.



# OFFICE OF THE DIRECTOR

Cristina N. M. Watson  
1000 Director  
Territorial Librarian;  
Executive Secretary, GPLS Board;  
Certifying Officer

*Cristina Watson*  
Cristina N. M. Watson

February 15, 2005

## ADMINISTRATIVE SUPPORT UNIT

Sandra M. Stanley  
1008 Administrative Officer

Rose Marie San Agustin  
1035 Secretary Typist I

Gregorio G. Borja  
1006 Building Custodian

Emily C. Salas  
1021 Administrative Aide

Joaquin C. Lujan  
1037 Building Custodian

Victor C. Palomo  
1027 Building Custodian

Richard L. G. Taitague  
1024 Building Custodian



# SITE SERVICES/PROJECTS/ACTIVITIES SUPPORT

Cristina N. M. Watson  
1000 Director  
Territorial Librarian; Executive Secretary,  
GPLS Board; Certifying Officer

*Cristina Watson*  
Cristina N. M. Watson  
February 15, 2005

Teresita L.G. Kennimer  
1013 Library Technician Supervisor

## REFERENCE

### GENERAL REFERENCE

Evelyn R. Concepcion  
1003 Library Technician II

Jaydene A.C. Lujan  
1026 Library Technician I

### FEDERAL DOCUMENTS

Florence C. Sanchez  
1034 Library Technician II

### SERIALS

Perry J.C. Pangelinan  
1039 Library Technician I

### GUAM DOCUMENTS

## CIRCULATION

Rosa C. Santiago  
1038 Library Technician II

Linda Villagomez  
1028 Library Technician I

## SERVICES FOR THE HANDICAPPED

### BLIND & PHYSICALLY HANDICAPPED COLLECTION

Ronald A. Ayuyu  
1041 Library Technician I

## LITERACY PROGRAMS

### CHILDRENYOUNG ADULT PROGRAMS

Elizabeth A. Santos  
1016 Library Technician I

### ADULT PROGRAMS

### AGAT

### BARRIGADA

### MERIZO

### YONA

## EXTENSION/ OUTREACH SERVICES

### BOOKMOBILE

Linda M. Aguon  
1007 Library Technician II

### BRANCHES

### DEDEDO

Melba E.C. Generaga  
1032 Library Technician II

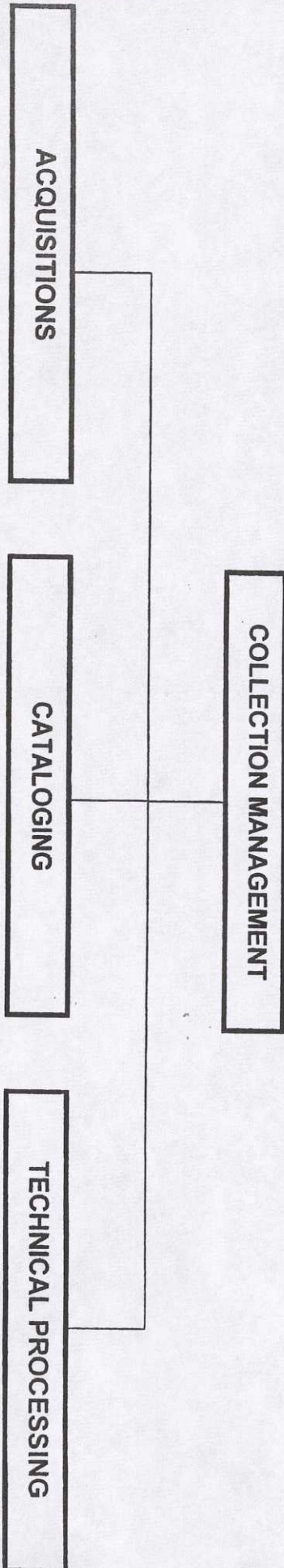
Laurie T. Aioigue  
1033 Library Technician I



# COLLECTION DEVELOPMENT & MANAGEMENT SUPPORT

Cristina N. M. Watson  
1000 Director  
Territorial Librarian;  
Executive Secretary, GPLS Board;  
Certifying Officer

Cristina Watson  
Cristina N. M. Watson  
February 15, 2005



NOTE: Processing is performed by three Library Technicians on a rotational basis.  
Acquisitions and Cataloging are done by the Director and Library Technician Supervisor.



# NETWORK & INFORMATION SERVICES SYSTEMS SUPPORT

Cristina N. M. Watson  
1000 Director  
Territorial Librarian;  
Executive Secretary, GPLS Board;  
Certifying Officer

VACANT  
1002 Computer Systems Analyst II

Cristina N. M. Watson  
Cristina N. M. Watson

February 15, 2005